



Personnel and Administrative Policy and Procedure

SUBJECT: Outside Employment	EFFECTIVE DATE: July 1, 2003 REVIEWED: May 2011 REVISED:
CATEGORY: 200 POLICY NUMBER: 200.37	CROSS REFERENCE: Ethics Policy and Procedure 200.18; MPEA Collective Bargaining Agreement Article 3, section B

Purpose: To help ensure compliance of employees with State Ethics law and to ensure that no employee is engaged in outside employment which would constitute a conflict of interest.

Scope: All employees

Policy: It is not the intent of the City to prohibit employees from having a job outside of the City.

No employee shall accept or retain paid outside employment, whether part-time, temporary or permanent if it conflicts with the City's interest. Outside employment: must be compatible with the employee's hours of City employment; cannot detract from the efficiency of the employee's City work; conflict with the interest of the City; must not be a discredit to the City; and must be compatible with all State ethics regulations. A current employee cannot be a contractor or a sub-contractor on City projects. Extra duty required by the City employment will have preference over outside employment.

A leave of absence will not be granted to accept outside employment.

Under no circumstances may City equipment or resources be used in outside employment.